

MINUTES OF THE MEETING HELD ON SEPT. 4, 2017

A meeting of the IQAC was held in the conference room on September 4, 2017, at 2.00 PM to discuss the tentative perspective plan of IQAC for the academic year 2017-18. The following were the members present:

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|---|----------------------------|
| 1. Fr. Allwyn Mendoz, Principal | -Chairperson |
| 2. Fr. Walter Naveen, Vice-Principal (Admin) | - Member (Admin. Officer) |
| 3. Fr. George Nelliyaniyil, Vice-Principal (Aca.) | - Member (Admin. Officer) |
| 4. Fr. John K.J. Governing Body Member | - Member (Management rep.) |
| 5. Dr. Utpal Talukdar, Senior Faculty | - Coordinator |
| 6. Sr. Shiny George, Faculty | - Dy. Coordinator |
| 7. Mrs. Sonisha R. Syiem, Senior Faculty | - Member |
| 8. Ms. Withoam Socia, Senior Faculty | -Member |
| 9. Mr. Dani Lalyang, Senior Faculty | - Member |
| 10. Mrs. Vajana Thakuria, Senior Faculty | - Member |
| 11. Mr. Tame Ramya, Faculty | - Member |
| 12. Mr. Ukil Ch. Daimary, Office Superintendent | - Member |
| 13. Mr. Kalung Horming, Student Captain | - Member (Student) |

The following points were discussed in the meeting:

- The Coordinator, IQAC intimated the members that NAAC introduced a new manual for institutional accreditation on July 2017, and he also highlighted some of the major changes done in the accreditation process.
- On the basis of the new format of NAAC Manual, IQAC proposed the tentative perspective plan for the academic year 2017-18, then the matter was kept open for the house to discuss and share their feedback.
- The plan was prepared on the new Quality Indicator Framework (QIF) as follows:
 - I. Curricular Aspects:
 - To introduce new certificate courses
 - Students will be encouraged to enroll in various add-on courses
 - Students to participate, undertake field projects/ internships
 - Feedback from stakeholders (manual)-curricular enrichment
Format preparation for alumni, parents, and employer and collecting feedback from
 - ✓ Alumni
 - ✓ Parents
 - ✓ Employer
 - ✓ Students (Student appraisal for teachers - twice)



- Peer Appraisal and self-appraisal
- Departmental planning and benchmarking

Criterion - II: Teaching, Learning, and Evaluation

- Improve student-teacher ratio
- Student-centric methods of learning- experimental learning, participative learning, and problem-solving methodologies
- Mentoring to students for academic and stress related issues
- Reforms in the continuous internal evaluation system
- Result analysis and the same to communicate to teachers and students
- Conduct student satisfaction survey with regard to the teaching-learning process

Criterion - III: Research, Innovation, and Extension

- Minor research project
- Publication of research papers in the journals notified on UGC website
- Publication of books/ chapters in edited volumes/ conference proceedings by the teachers
- Organize extension activities in the neighboring communities in terms of impact and sensitizing students of social issues and holistic development
- Extension and outreach programs organize in collaboration with community and NGOs- NSS/Red cross etc.
- Students participating in extension activities with Government organization, NGOs such as Swachh Bharat, Aids Awareness, Gender issues etc.
- Linkage for an internship, field trip, job training, etc.

Criterion - IV: Infrastructure and learning resources

- Adequate facilities for teaching-learning- classrooms, laboratories, computing equipment etc.
- Adequate facilities for sports, games (indoor, outdoor etc..) and cultural activities
- Special budget allocation for infrastructural augmentation
- Library automation using Integrated Library Management system (ILMS)
- Library enrichment through a collection of rare books, manuscripts, special reports or any other knowledge resource
- Increase in fund allocation for purchase of books and journals
- Memberships and subscription of e-journals, shodhganga, e-books etc.
- Increase in usage of the library by teachers and students
- Updates of IT facilities
- Increase in student-computer ratio

Criterion - V: Student support and progression

-More students to be benefited by scholarships provided by the government and institution besides government schemes.

-Implement of capability enhancement and development schemes- guidance for competitive examinations, career counseling, soft skill development, language lab, personal counseling etc.

- Documentation of the mechanism for timely redressal of student grievances- minutes of the student redressal committee
- Documentation of placement of outgoing student's placement- contact details of the employer & student
- Documentation of student progression (department wise) in higher education- graduating batches
- Documentation of student qualifying in state/national level examinations- NET/SLET/ Civil Services/ State Government examinations
- Documentation of sports and cultural activities/ competitions organized
- Documentation of the minutes of Alumni Association meetings.

Criterion - VI: Governance, leadership, and management

- Quality improvement strategies to adopt
- Welfare schemes for teaching, non-teaching, and students
- Teachers to provide with financial support to attend conferences/workshops and towards membership fee of professional bodies
- Program of professional development/ administrative training to be organized for the teaching and non-teaching staff
- Encourage the teachers to attend professional development programs- orientation program, refresher courses, short-term courses, faculty development programs etc.
- Introducing performance appraisal system for teaching and non-teaching staff
- Formulate strategies for mobilization of funds and the optimal utilization of resources
- IQAC to conduct an academic administrative audit (AAA)- documentation
- Implementation of quality initiatives by IQAC for promoting quality culture in the college- documentation
- Meetings and minute of IQAC- documentation
- Submission of AQAR to NAAC, feedback collected, analyzed and used for improvement

- Documentation of quality enhancement initiatives in the academic and administrative domains which are to be successfully implemented

Criterion - VII: Innovation and best practices

- In case of Gender sensitivity to provide safety and security, counseling, common room etc.
- More use of LED bulbs to save power
- Steps to be taken for solid waste management
- To implement green practices- plastic free campus, paperless office, green landscapes with planting trees and plants on campus.
- Allocation of funds for green initiatives and waste management in the annual budget.
- Code of conduct for students, teachers, administration including Principal/ Officials and supporting staff- documentation
- Best practices- CHEP, honesty Shop and cleanliness drive and plantation on CASA day

The house approved the perspective plan for the academic session 2017-18.

The meeting concluded with the closing prayer by Sr. Shiny George, Deputy Coordinator, IQAC, SCCZ.


Coordinator
IQAC, SCCZ
Coordinator
Internal Quality Assurance Cell
Saint Claret College
Ziro - 791 120


Chairperson
IQAC, SCCZ



INTERNAL QUALITY ASSURANCE CELL (IQAC)
PERSPECTIVE PLAN
2017-18

Saint Claret College, Ziro established IQAC in 2004 in recognition of the relevance and significance of institutionalization of monitoring mechanisms for quality sustenance and enhancement, as advocated by NAAC (National Assessment and Accreditation Council). IQAC is mandatory post accreditation requirement.

Since last academic session, IQAC supervises and involves in activities such as departmental planning; result analysis; student appraisal for teachers (twice); peer appraisal for teachers; self-appraisal; review of staff service journal (weekly) and provide feedback to the principal regarding academic and administrative performance.

Objective:

The primary aim of IQAC is:

- *To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution*
- *To promote measures for institutional functioning towards quality enhancement through the internalization of quality culture and institutionalization of best practices.*

Strategies:

IQAC shall evolve mechanisms and procedures for

- *Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks*
- *The relevance and quality of academic and research programmes*
- *Equitable access to and affordability of academic programmes for various sections of society*
- *Optimization and integration of modern methods of teaching and learning*
- *The credibility of evaluation procedures*
- *Ensuring the adequacy, maintenance and proper allocation of support structure and services*
- *Sharing of research findings and networking with other institutions in India and abroad*

Functions:

Some of the functions expected of the IQAC are:

- *Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution*

- *Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process*
- *Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes*
- *Dissemination of information on various quality parameters of higher education*
- *Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles*
- *Documentation of the various programmes/ activities leading to quality improvement*
- *Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices*
- *Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality*
- *Development of Quality Culture in the institution*
- *Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.*

Perspective Plan for academic session 2017-2018:

Criterion – I: Curricular Aspects

- Certificate courses to introduce
- Faculty to participate in various bodies- BOS, academic council
- Increase in number of students to enroll in various add-on courses
- Student to participate undertaking field projects/ internships
- Feedback from stakeholders (manual)-curricular enrichment
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- Students participating in extension activities with Government organization, NGOs such as Swachh Bharat, Aids Awareness, Gender issues etc.
- Linkage for faculty exchange, student exchange, internship, field trip, on the job training, research etc.
- Sign of MoUs with institutions of national, international importance, other universities, and corporate houses (functional).

Criterion – IV: Infrastructure and learning resources

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